

**1208 CLOSE-OUT OF CONSULTANT AND LOCAL GOVT. PROJECTS**

When closing out a project administered by a Consultant or a Local Government, the Resident Engineer shall ensure that the close-out procedures outlined above for ADOT administered projects are followed. The Resident Engineer should also refer to the "Consultant Construction Management Manual" for additional guidelines.

At the end of the project, Consultants and Local Governments are required to return all Department property, project records, computer programs, and purchased equipment and materials. Warranty information and operations manuals should also be supplied when appropriate. The ADOT Project Monitor must check the quantity and quality of the transferred materials and records before allowing final payment to the consultant.

The Project Monitor should keep in mind that some materials may be of little value, disposable or depreciated below salvage range.

The Project Monitor (or the Resident Engineer) shall complete the Consultant Rating Forms, and check the contract documents for any other final requirements.